

24 JUN 1968

MEMORANDUM FOR: Director of Logistics

SUBJECT : Appraisal of Procurement Contracting Team, Technical Services Division, DD/P

REFERENCE : Memo dtd 5 Apr 68 fr D/L to Chmn, CRB, subj: Periodic Appraisal of Directorate Procurement

1. This memorandum submits the first appraisal of the general procedures and practices of the Procurement Contracting Team, Technical Services Division, DD/P. The appraisal is based on a random sampling of procedures in use by the Team and discussions with the Chief, Technical Services Division, members of the Contracting Team, and key project officers.

25X1 2. Personnel detailed to the DD/P Contracting Team are exceptionally well qualified and, as a unit, possess experience in contracting, administration, auditing, cost analysis, and industrial security. Since the start of operation on 1 September 1967, the Team has expended considerable effort establishing itself, forging relationships and understandings with Project Officers as well as the Procurement Division, [redacted] 25X1 [redacted] the Contract Review Board, and others. These efforts have been well rewarded. Through cross-briefings and informal discussions, Contracting Officers and Project Officers have been educated and oriented in the functions and capabilities of each other's group. A close working relationship has developed. As an example, the DD/P Contracting Officer now regularly attends the Technical Services Division equipment and other research and development planning meetings, which keep him informed respecting upcoming procurements and afford him the opportunity to contribute at a very early stage in the procurement process.

3. Procurement procedures followed by the Contracting Team were found to be good to excellent in all respects. The DD/P Contracting Officer has established a contracts (work-in-process) log for controlling active procurement actions and to reasonably insure his personal attention during critical periods of the contracting process. This logging system, with appropriate inputs, permits a daily review of ongoing procurement activity.

4. Each contract specialist on the Team negotiates, administers, and settles his assigned contracts. This method permits the contract specialist to evaluate and act on matters as they arise, based on his thorough knowledge and familiarity with the contract. The reviewing officer noted no undue priority given to the negotiation function at the expense of administration and/or settlement actions. Immediately upon completion of contract work, the Project Officer is requested to report on the status and quality of the contractor's

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